



## **Job Announcement**

**Position Title:** Frick Greenhouse and Shiloh Farm Manager

**Position Reports to:** Director of Agricultural Production

**Employment Status:** Full-time

**FLSA Status:** Exempt

### **About Grow Pittsburgh:**

Grow Pittsburgh is an urban agriculture non-profit. Our mission is to teach people how to grow food and promote the benefits gardens bring to our neighborhoods. We believe access to locally-grown, chemical-free fruits and vegetables is a right, not a privilege. We envision the day when everyone in our city and region grows and eats fresh, local and healthy food.

### **Summary of Position:**

The Frick Greenhouse and Shiloh Farm Manager is responsible for managing vegetable, fruit, herb and seedling production at the Frick Art and Historical Center and Shiloh Farm, both located in Point Breeze. Food produced at these sites is sold to area restaurants and directly to the public through seasonal farm stands at Shiloh Farm and the Homewood-Brushton YMCA. Seedlings are grown in the greenhouse and offered April through June for retail sale and for Grow Pittsburgh programs.

The Frick greenhouse and garden and Shiloh Farm also serve as urban agriculture demonstration sites, offer an educational opportunity for seasonal apprentices, and provide a space for community engagement.

### **Responsibilities:**

#### **General:**

- Maintain year round vegetable production in Frick greenhouse and spring, summer and fall vegetable production at Frick kitchen garden and Shiloh Farm
- Plan for and execute spring seedling production for retail sales and GP programs ~ 15,000 seedlings per year
- Coordinate produce sales throughout the year through multiple outlets including direct restaurant sales, a local farm cooperative and two weekly farm stands
- Manage a seasonal employee and provide educational experiences related to urban agriculture to a cohort of seasonal apprentices

**Programmatic:****Production**

- Utilize organic practices such as crop rotation, cover cropping, and compost production and application to improve soil and growing conditions of the sites
- Utilize Integrated Pest Management techniques and OMRI certified products to control pests and diseases according to organic standards
- Keep continuous detailed records including yearly seeding schedules for seedling production and gardens, crop rotation, IPM practices, soil test results, soil amendment additions, sales, donations, and volunteer hours
- Work and communicate regularly with Director of Agricultural Production and Braddock Farms Manager to improve production site operations
- Throughout growing season, work off-hours to maintain health of seedlings and crops, and to accommodate special events

**Education**

- Assist the Education and Outreach Coordinator in developing weekly tasks for apprentice on-site workdays
- Teach weekly agricultural lessons to apprentice cohort with corresponding on-site work
- Manage seasonal staff (1) on a daily basis
- Teach garden related classes to the public
- Give tours of the sites to interested groups and individuals

**Sales and Marketing**

- Plan for and execute annual 8 week seedling sale at the Frick Art and Historical Center greenhouse
- Plan for and execute annual May Market seedling sale at Phipps Conservatory
- Work directly with other Grow Pittsburgh staff to organize programmatic seedling orders
- Run a seasonal weekly farm stand at Shiloh Farm and assist the YMCA Garden Program Director in the management of the Homewood-Brushton YMCA Farm Stand
- Work with restaurant partners and wholesale clients to sell seedlings and produce on a weekly basis
- Attend special events for additional seedling and produce sales
- Track all harvest and sales records using Salesforce database

**Operations and Outreach**

- Work with Frick staff and Shiloh Farm owners to maintain functionality of the sites, coordinate tours and visitor groups, and gain approval for new projects
- Promote and coordinate weekly volunteer night at Shiloh Farm from June-October
- Interface with community partners and other GP programs to help connect programming to the farm sites

**Qualifications & Skills:**

- Greenhouse and outdoor vegetable growing experience required
- Previous management experience preferred, particularly in agricultural setting
- Experience working at or managing a farmers market or farm stand
- Knowledge of and experience in utilizing Integrated Pest Management – particularly in a greenhouse environment
- Plant, pest and disease identification skills
- Extremely detail oriented, organized, self-starter

- Good communication skills, including writing and public presentation skills with both youth and adults
- Able to interact in a friendly manner with the public on a daily basis
- Ability to do physical and labor intensive work in all weather conditions (heat, humidity, rain, cold) for up to 8 hours
- Able to work weekends and off-hours
- Ability to lift and carry 50 pounds
- Access to a reliable vehicle
- Must be comfortable driving the company vehicles as needed
- Must attain Pennsylvania child abuse clearances
- Strong computer skills: proficient with social media, Microsoft Office, Google Drive

**Benefits:**

Competitive salary. Great benefits package, including health, vision and dental coverage.

**Equal Opportunity Employer:**

Grow Pittsburgh is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief. We encourage a diversity of candidates to apply for the position.

**To Apply:**

Qualified candidates should submit their resume and cover letter to Cassandra Morgan at [cassandra@growpittsburgh.org](mailto:cassandra@growpittsburgh.org) no later than **November 22, 2015**. In your email title please list **Frick Greenhouse and Shiloh Farm Manager**.